

# 21st CCLC Pre-Proposal Conference

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[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

February 28, 2023



## VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



## MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

# State Board of Education STRATEGIC PLAN GOALS



1

**ALL** Students Proficient and Showing Growth in All Assessed Areas



2

**EVERY** Student Graduates from High School and is Ready for College and Career



3

**EVERY** Child Has Access to a High-Quality Early Childhood Program

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated “C” or Higher

6



- **General Information**
- **Proposal Details & Scoring**
- **Proposal Requirements**
- **Forms**
- **Questions**

# General Information

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- Our program purpose is to provide opportunities for academic enrichment activities during non-school hours or periods when school is not in session, such as before or after school or during summer, particularly for students who attend low performing schools
- We offer families opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development

**Any public or private organization is eligible to apply for a 21st CCLC subgrant. Examples of agencies and organizations eligible under the 21st CCLC program include, but are not limited to:**

- ❖ School Districts (LEAs)
- ❖ Indian Tribe or Tribal Organizations
- ❖ Charter Schools
- ❖ Educational Consortia
- ❖ Non-profit agencies
- ❖ Faith or community-based organizations
- ❖ Institutions for Higher Education
- ❖ City or County government agencies

- At the time of award, grant applicants are allowed to operate no more than two 21st CCLC grants during the fiscal year (July 1, 2022 – June 30, 2023).
- Grant applicants must follow the competitive process for determining new subgrant awards and **no special consideration will be given for having received a prior subgrant.**
- Any 21st CCLC subgrants that have been terminated by the MDE for violations of non-compliance are not eligible to reapply for three (3) consecutive fiscal years from the effective date of termination



Applicants that previously received a subgrant award **must be in good standing with the MDE to receive an award through this solicitation.** If applicable, Subgrantees must have previously submitted:

- any final evaluation reports and data as required;
- any annual performance reporting data;
- finalized all monitoring review corrective actions;
- any requests for reimbursement of allowable expenditures following MDE's reimbursement process; and
- the Year-End Budget Report.

- The UEI number is a unique number used to identify Subgrantees. **The federal government uses the UEI to track how federal money is allocated to Subgrantees.** All Subgrantees must have an active UEI Number, that is unrestricted and accessible at [www.sam.gov](http://www.sam.gov). Please visit Guide to Getting a Unique Entity ID for more information.
- To receive a UEI Number, you must register with the System Award Management (SAM). Any debarred person or Applicant will not be eligible to apply and receive Federal funds.
- Verification and documentation of the registered active UEI must be submitted with the proposal

- Go to the SAM website: [www.sam.gov](http://www.sam.gov)
- Click on Sign In
- Select "Create an account" and enter your email address.
- Registration for [www.sam.gov](http://www.sam.gov) is completely free of charge. There is no fee for you to register or renew/update your organization's information.

- **Proposals may be submitted jointly by a variety of agencies and organizations. However, please note that the **single officiant subgrant award recipient** is the designated **fiscal agent**.**

- Matching Funds, which include State, Federal, Private, and other alternative funding, are not required to apply for the 21st CCLC subgrant; however, a formal sustainability plan is a requirement of the 21st CCLC program



# Program Implementation

**Applicants receiving an award are responsible for utilizing these funds to carry out activities that advance student achievement and support student success, including but not limited to:**

- **Academic Enrichment Learning Programs, mentoring programs, remedial education activities and tutoring services**
- **Literacy Education Programs**
- **Programs that support a healthy and active lifestyle, including nutritional education and regular, structured physical activity programs, and recreational activities;**

- **Services for individuals with disabilities**
- **Cultural Programs**
- **Telecommunications and technology education programs**
- **Expanded library service hours**
- **Drug and violence Prevention programs**
- **Programs that build skills in science, technology, engineering, and mathematics (STEM)**
- **Expanded learning programs that provide students at least 300 additional program hours before or after the traditional school day and/or during the summer.**



- **Subgrantees must conduct timely and meaningful consultation with private and non-public school officials during the design and development of the 21st CCLC program on issues such as how the children's needs will be identified and what services will be offered**

**What is the evaluation report?** The evaluation report is an essential element of the program's ongoing planning, design, and implementation.

- Subgrantees will be required to prepare and submit a formative evaluation report and an end-of- year evaluation report each year.
- Evaluator addresses specific targets that will enable the subgrantee to make informed decisions about changes that the program may need
- Required to provide data through the U.S. Department of Education's 21st CCLC Data Collection System (21APR, CAYEN)

## □ Phase 1-Review of Proposal Components

- Review of proposal to determine if all formatting and submission requirements are met

## □ Phase 2- Reader Review and Scoring

- A MDE authorized Peer Review Committee will evaluate and score each proposal based on the following:
  - Program Abstract
  - Quality of Proposed Activities
  - Evidence provided to demonstrate the capacity of the applicant to implement the proposed program

- The MDE prioritizes grant applications serving students who attend schools with a high concentration of low-income students and families
- After the proposal has met the minimum quality score of 80, competitive priority points will be awarded by the MDE to those applicants meeting additional criteria for competitive priority points.

- **Applicants must describe how the community was given notice of the applicant's intent to apply and how the proposal will be available to the community following its submittal. The detailed description must outline the platforms used to ensure reasonable dissemination of applicant's intent to apply as well as the process used to make the proposal available.**

## **Needs Assessment (20 Total Points)**

- The Process (4 points)
- Specific Needs (10 points)
- Program Focus (6 points)

## **Program Plan and Implementation (60 Total Points)**

- Program Plan ( 20 points)
- Quality Contact Time ( 5 points)
- Recruitment and Retention (6 points)

- Staffing and Professional Development ( 6 points)
- Advisory Council and Operating Partnerships ( 5 points)

**Budget (10 Total Points)**

**Evaluation (10 Total Points)**



# Grant Award and Responsibilities

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- Grants for eligible organizations will range from \$50,000-\$400,000 per year
- Recipients will receive funding at **100% for the first and second year, 80% for the third year, and 60% for the fourth year** pending congressional appropriations.
- Funds are subject to appropriation by the Federal Government
- The approved grant period of 4 years is contingent upon the availability of continued funding, evidence of documented progress, increased student achievement, and adherence to the annual Program Assurances

- The MDE reserves the right to negotiate grant award amounts with all grantees.
- Programs must be operational within 30 days of the MDE award notification or within eight weeks from the first day of school, whichever is later

All applicants **MUST** meet the following requirements:

- A maximum of 20% of each year's budget can be allocated for activities related to administration of the 21st CCLC subgrant.
  - Administration expenses should be within 20% of annual budget. Indirect cost rates are considered administrative expenses for this calculation
  - This will also include Evaluator's cost.
- For allocations from \$1 - \$250,000, the evaluator's costs cannot exceed 3% of the total allocation.
- For allocations between \$250,001 - \$400,000, the evaluator's cost cannot exceed 2% of total allocation.

**The MDE will collect all unobligated 21st CCLC funds at the end of the initial grant period and redistribute them to other participating subgrantees, provided that each subgrantee is making substantial progress, which is measured by multiple measures of success (i.e. student achievement) in implementing its 21st CCLC program.**

**21st CCLC is a reimbursement only grant, meaning all subgrantees must initially expend their own funds prior to receiving reimbursement from the MDE**

## Allowable and Unallowable Uses

Category	Allowable Uses	Unallowable Uses
<b>Administration</b>	Direct administrative costs of carrying out the administrative costs of the grant to include administrative positions, external evaluator, and indirect costs at no more than 20% of the allocation.	<ul style="list-style-type: none"> <li>• Reserving more than 20% of the allocation for direct administration</li> <li>• Grant Writer Fees</li> </ul>
<b>Curriculum Materials</b>	Materials related to after-school programming such as educational software, workbooks, instructional supplies	<ul style="list-style-type: none"> <li>• Supplanting Federal, state, local, or non-Federal funds (e.g., using grant dollars to fund programming previously offered and paid for by district or other funds)</li> </ul>
<b>Equipment</b>	Equipment for instructional purposes that are aligned to approved budget	<ul style="list-style-type: none"> <li>• Equipment purchased to give to students to enroll in your program as incentives</li> </ul>
<b>Field Trips</b>	Experiences that enhance academic instruction such as museum visits, guest speakers and presenters, tours of state parks, campus tours, etc. are permissible if included in the approved program budget.	<ul style="list-style-type: none"> <li>• Field trips for entertainment purposes</li> <li>• Field trips without prior approval</li> <li>• Field trips to amusement parks</li> </ul>
<b>Food</b>	Food costs associated with an approved program such as an after-school culinary arts program	<ul style="list-style-type: none"> <li>• Food and meals for participants and families</li> <li>• Alcohol</li> </ul>

Category	Allowable Uses	Unallowable Uses
<b>Transportation</b>	Transportation costs such as student and family transportation to program activities, driver salary and benefits	<ul style="list-style-type: none"><li>• Vehicle/Van/Bus Purchase or Lease</li></ul>
<b>Student Incentives</b>	<ul style="list-style-type: none"><li>• Not allowed</li></ul>	<ul style="list-style-type: none"><li>• Not allowed</li></ul>

Legal Citation: 34 C.F.R. parts 74-99



Ensure all awards are adopted by the Local Board of Education for LEAs or the Board of Directors for non-LEAs



Administer the sub grant from award to closeout in accordance with all applicable laws and regulations

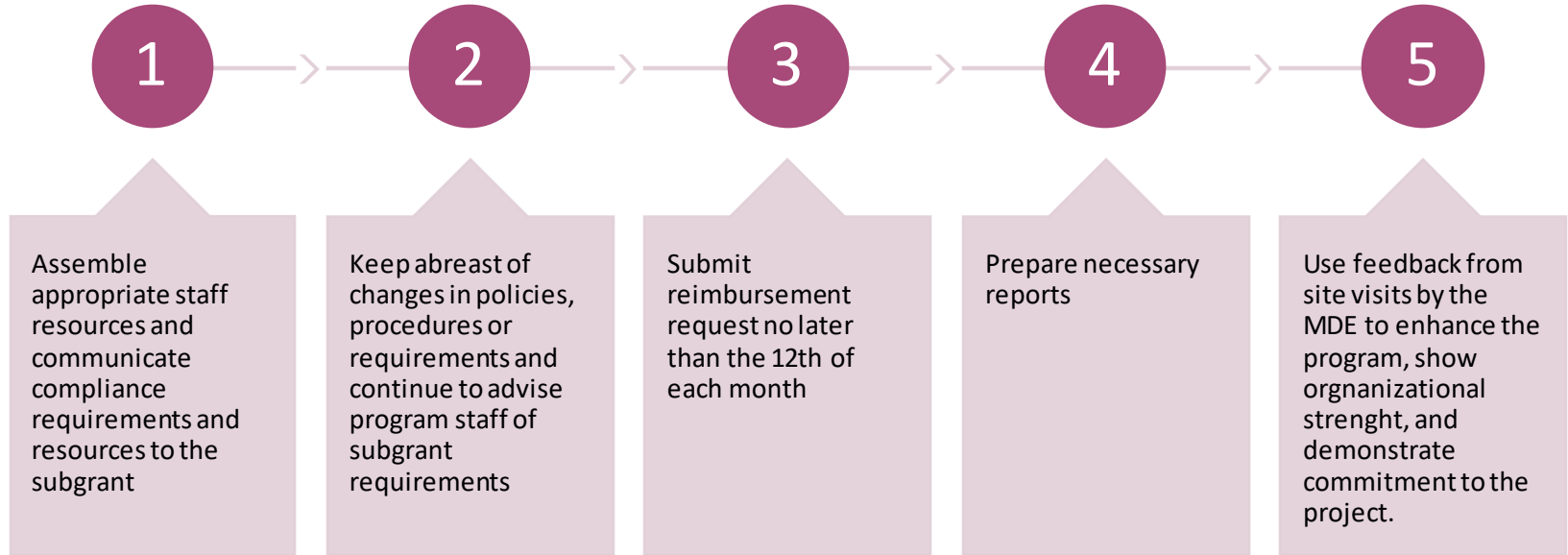


Serve as the organizational representative and point of contact for all business management aspects of the award agreement



Apply appropriate management controls using management systems, checklist and records





- Any non-federal entity that expends \$750,000 or more in a year in federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of 2 C.F.R. Part 200 Subpart F.
- If the non-federal entity did not expend \$750,000 or more in a year in federal awards, a letter **MUST** be provided stating that this requirement does not apply.

- March 2, 2023 - Deadline for Notice of Intent to Apply
- March 2, 2023 - Deadline for Submitting questions to [21century@mdek12.org](mailto:21century@mdek12.org)
- March 6, 2023 - Questions will be posted to the MDE website
- March 20, 2023 - Deadline for Proposal Submission by 2:00 p.m. CST

- A signed proposal packet shall be submitted electronically in a PDF format via RFXS no later than Monday, March 20, 2023, by 2:00 p.m. Central Standard Time (CST). Applicants shall allow at least 72 hours in advance of the due date to consider unforeseen technical issues. Proposals received after the time designated in the solicitation shall be considered late and shall not be considered for an award. The subject line shall specify the name of the solicitation and the name of the entity submitting the response.

OR

- An original signed proposal packet with number (1) copy shall be shipped/mailed and received in a sealed envelope at the MDE no later than Monday, March 20, 2023, by 2:00 p.m. Central Standard Time (CST). The return address label must be visible on the sealed envelope and include the name of the individual/entity submitting a response.

- Timely submission of the proposal package is the sole responsibility of the Applicant.
- Any proposal shipped or mailed **MUST** be verified, date and time stamped, and recorded by an MDE mailroom staff.
- Packages that are delivered at the MDE in person by the applicant or a representative will **NOT** be opened. Packages received by shipping/mail without the appropriate acceptance by the MDE mailroom staff or is received and recorded **AFTER** the submission deadline will **NOT** be considered for an award.

# Proposal Forms & Attachments

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Each of the forms below must be included in the proposal:

- Proposal Cover Page (Form 1) (Required Signature(s))
- Assurances (Form 2) (Required Signature(s))
- Standard Terms and Conditions (Form 3) (Required Signature)
- Program Specific Assurances (Form 4) (Required Signature)
- Conflict of Interest Disclosure Form (Form 5) (Required Signature)
- Private School Consultation (Form 6) (Required Signature)



- Participation Letter (Form 7) (Required Signature)
- Summary of Partners Table (Form 8)
- Co-Applicant/Consortium (Form 9)
- Acknowledgement of Amendments (Form 10) (Required Signature)
- Verification of UEI (Form 11)

- Budget Form A-Budget Overview
- Budget Form B-Budget Summary
- Budget Form C-Budget Narrative

- Supplemental Form A- Competitive Priority Points
- Supplemental Form B- Required Elements
- Supplemental Form C- Data Sharing Agreement
- Supplemental Form D-Current 21st CCLC Subgrantees by Geographical Location
- Supplemental Form E- MDE Office of School Improvement School Designation List

## RESOURCES

The following is a list of resources that may provide additional information regarding afterschool programming and federal grants management.

	<a href="http://www.afterschoolalliance.org">http://www.afterschoolalliance.org</a>	<p>The nation's leading voice for afterschool, the Afterschool Alliance is an organization dedicated to raising awareness of the importance of afterschool programs and advocating for more afterschool investments.</p>
	<a href="https://naaweb.org/">https://naaweb.org/</a>	<p>The National Afterschool Association exist to inspire, connect, and equip those who work on behalf of children and youth during out-of-school time.</p>
	<a href="https://www.beyondthebell.org/">https://www.beyondthebell.org/</a>	<p>Beyond the Bell is a suite of professional development services, products, and practical tools designed to help afterschool program leaders and staff members create and sustain high-quality, effective afterschool and expanded learning programs.</p>
	<a href="https://www.consumerfinance.gov/practitioner-resources/youth-financial-education/">https://www.consumerfinance.gov/practitioner-resources/youth-financial-education/</a>	<p>Consumer Financial Protection Bureau supports teachers, administrators, and community leaders who help students build financial knowledge, skills, and habits. The tools and resources listed here show recommended policies and practices for K-12 financial education.</p>
	<a href="http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html">http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html</a>	<p>Education Department General Administrative Regulations (EDGAR) and Other Applicable Grant Regulations</p>
	<a href="http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html">http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html</a>	<p>Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</p>
	<a href="http://expandinglearning.org/">http://expandinglearning.org/</a>	<p>The Expanded Learning and Afterschool Project connects you with research, resources, and best practices for building affordable and sustainable approaches to expanding learning in your community.</p>

	<a href="http://www.foundationsinc.org/">http://www.foundationsinc.org/</a>	<p>Legislative Committee to improving educational experiences for America's children and youth—throughout the day, everywhere they learn. Partnering with education and community leaders, Foundations supports those who enhance the lives and prospects of our most vulnerable children.</p>
	<a href="http://gflec.org/education/">http://gflec.org/education/</a>	<p>Developing education tools and programs based on research is a priority for GFLEC. In order to be most effective, education tools and programs need to incorporate research findings about financial literacy, financial capability, and financial education.</p>
	<a href="http://www.msafterschool.org/">http://www.msafterschool.org/</a>	<p>The Mississippi Afterschool Network works to better our state and its communities by connecting providers, parents, and policymakers with proven tools and resources to increase the quality of and access to high-quality programming.</p>
	<a href="http://mscee.org/">http://mscee.org/</a>	<p>The mission of the Mississippi Council on Economic Education (MCEE) is to increase economic and financial literacy in Mississippi by providing resources and training to public and private k-12 school teachers, empowering students to create a more prosperous future for themselves and Mississippi.</p>
	<a href="https://www.mdek12.org/OFP/Title-IV-Part-B">https://www.mdek12.org/OFP/Title-IV-Part-B</a>	<p>The Mississippi Department of Education's Title IV, Part B - 21st Century Community Learning Centers (21st CCLC) home page.</p>
	<a href="http://www.niost.org">http://www.niost.org</a>	<p>NIOST's mission is to ensure that all children, youth, and families have access to high quality programs, activities and opportunities.</p>
	<a href="http://stemreadyamerica.org/">http://stemreadyamerica.org/</a>	<p>STEM Ready America is a compendium from 40 authors presenting bold and persuasive evidence, as well as real-world examples of effective practices, programs, and partnerships on how science, technology, engineering, and mathematics (STEM) knowledge and skills are preparing young people to be successful in school today and the workforce tomorrow.</p>
	<a href="https://www.y4y.ed.gov/">https://www.y4y.ed.gov/</a>	<p>You for Youth is an online Learning and Technical Assistance for 21st Century Community Learning Centers.</p>

- All questions regarding the FY23 21st CCLC RFP must be submitted by **5:00 pm, Thursday, March 2, 2023.**
- Questions must be submitted to [21century@mdek12.org](mailto:21century@mdek12.org) with subject line "FY23 21st CCLC Question"

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